

Official Record Copy
Office of Personnel

OP MEMORANDUM NO. 20-60-30

23 April 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Office of Personnel Processing of Requests Made Under
the Freedom of Information Act (FOIA) and the
Privacy Act (PA)

REFERENCE:

STAT

RESCISSION: OPM 20-60-10

1. The Freedom of Information Act (FOIA) and the Privacy Act (PA) impose stringent deadlines for responding to requests for information. These deadlines are cited in HHB 70-1 (the headquarters handbook dealing with FOIA and PA matters).

2. The Information and Privacy Division (IPD) of the Office of Information Services (OIS) often tasks the Office of Personnel (OP) with searching for information responsive to an FOIA or PA request. The OP focal point for handling such requests is the FOIA officer, located in the Special Activities Staff (SAS). SAS in turn tasks those OP components that possibly could have documents responsive to the requests. Because of the deadlines, it is imperative that OP components respond as promptly as possible to any tasking by the OP/FOIA officer.

3. Should OP employees receive written communications believed to be requests under the FOIA or the PA, they should forward these communications directly to OIS/IPD, Room 1107, Ames Building. Any OP employee having questions regarding FOIA and PA matters may contact in Room 5E46, Headquarters Building,

STAT
STAT

STAT

James N. Glerum
Director of Personnel

OPM 13-82

ADMINISTRATIVE INTERNAL USE ONLY